

DRAFT MINUTES
FACILITIES PLANNING AND IMPLEMENTATION COMMITTEE

Tuesday, September 14, 2004
5:00 p.m.
Warren Green Building, 2nd Floor Conference Room
10 Hotel Street, Warrenton, Virginia 20186

Present:

William G. Downey, Board of Supervisors
Richard Robison, Board of Supervisors
G. Robert Lee, County Administrator
Anthony I. Hooper, Deputy County Administrator
Janice Bourne, Director, Finance
Butch Farley, Director, General Services
Wanda Mercer, Executive Assistant, General Services

Guests:

Katie Heritage, Assistant County Administrator
Jonathan Lynn, Commonwealth's Attorney
John Thrower, McDonough Bolyard Peck
Rick Klinc, Director, Information Technologies
Larry Setti, General Services
Barbara Severin, Library
Maria Del Rosso, Library
Helen Zaleski, Circuit Court

Mr. William Downey called the meeting to order at 5:05p.m. on Tuesday, September 14, 2004.

Minutes of August 10, 2004 Meeting

There being no changes, the minutes were approved as published.

Project Review Update – Warren Green Closeout

Mr. John Thrower has requested the contractor submit the final payment request. There are punch list items left to complete. The County is still holding the 5% retainage on the project.

There was discussion concerning the moisture entering the meeting room. With heavy rains anticipated in the coming days, Mr. Downey requested that repairs should be a staff priority to prevent further water damage.

Mr. Lee reported that the Historical Society has scheduled a reception to celebrate the renovation of the building. The Historical Society will be displaying artifacts and providing information regarding the building's previous uses.

Culpeper Street Properties

Mr. Farley reported that the projects were near completion and within budget. Community Development relocations should begin on September 21, 2004.

Project Review – Courthouse / Adult Detention Center

Commonwealth Attorney's relocations are scheduled for September 16 and 17, 2004.

At the September Board of Supervisors meeting, the award of construction contract for the Courthouse and Adult Detention Center were approved. Kay Jackson, MBP, is the full-time construction manager. Progress/tenant meetings are held weekly.

Change orders will be reviewed by the FPIC members. Any changes to the final design would be presented to the FPIC members by the requesting department indicating how the requested changes would be funded.

The Constitutional Officers and the architect need to review the construction drawings. Constitutional Officers should sign drawings as agreement with the construction plans for their particular areas.

The Sheriff's Office has reviewed and signed off on the drawings for the Adult Detention Center.

Project Review – John Barton Payne Building

Mrs. Barbara Severin indicated that the architect has visited the site and his comments are expected next week. Mr. Robison has a copy of the survey. Neither the underground fuel tank nor the floor elevation of the back room on the lower level were noted on the drawings. Mrs. Severin will follow up on the storage tank issue.

Project Review – Parking at the Main Library

The Library Board of Trustees is interested in researching a proposed public-private venture with Walker Jones, et al for a 2 to 3 story parking garage with approximately 30 parking spaces per floor. This is in the very preliminary discussion stages.

Project Update – Depot-Bealeton Library

The early stages of the Depot refurbishments have begun. A second grant in the amount of \$100,000 has been awarded for Depot renovations. The courtyard plaza design between the library and the depot will be considered.

The drainage issues have been resolved.

Project Update – Marshall Community Center

Mr. Hooper reported Miller Brothers has withdrawn its bid for the project. Mr. Hooper and Mr. Larry Miller will meet with Miller Brothers to determine if there are other approaches to completing the project. If that is not an option, Mr. Hooper and Mr. Larry Miller will work with the architects to revise and improve the drawings to reduce costs.

It was noted that County design contracts should include provisions to “design to budget.”

Discussion – Efforts to Encourage Joint Use of Facilities

Mrs. Katie Heritage reported that this was one of the Board of Supervisors priorities. In future years, it was suggested that coordination meetings be held with all submitting departments to determine if there are opportunities for shared facilities. For the current year, since the process is already underway, the staff will review projects for possible joint use opportunities.

Other

Mr. Downey suggested A&E firms have a formal performance review at the end of each project. Mr. Robison recommended evaluations from other jurisdictions be considered as well.

Next Meeting Date

The next meeting of the Facilities Planning and Implementation Committee will be Tuesday, October 12, 2004.

With no further business the meeting adjourned at 5:50 p.m.